

**LUCY ROBBINS WELLES LIBRARY
BOARD OF TRUSTEES MEETING
APRIL 8, 2013**

BOARD MEMBERS IN ATTENDANCE

Paul Crosswaith, Dennis Doyle, Anna Eddy, Judy Igielski, Iris Larsson, LeeAnn Manke, Maureen O'Connor Lyons, Kris Nasinnyk, Tony Palermino Neil Ryan, Diane Stamm, Trudie Walker

BOARD MEMBERS ABSENT

Pauline Kruk, Eric Rothauser

STAFF

Donna Miller, Library Director
Lisa Master, Assistant Library Director
Gail Whitney, Secretary for the Board

TOWN COUNCIL LIAISONS

Clarke Castelle
David Nagel

FRIENDS

Philip DesJardins

CALL TO ORDER

The meeting was called to order by Anna Eddy at 6:58 PM.

I. ROLL CALL

II. SECRETARY'S REPORT/COMMUNICATIONS/MINUTES

Judy stated she had no report.

Kris commented that when speaking of Dr. Pelino that his first name be mentioned so there is no confusion. Dr. Pelino's name is David F. Pelino.

MOTION: Maureen O'Connor Lyons made a motion to accept the minutes of the regular monthly meeting of March 11, 2013 as amended, Judy Igielski seconded the motion, and the motion to accept the minutes of the regular monthly meeting of March 11, 2013 as amended was approved with an 11-0 vote, Kris Nasinnyk abstained as she was not in attendance at the March meeting.

III. PUBLIC PARTICIPATION

David Nagel stated that the Library's budget request for the RFID remains in the budget. He indicated that the Town Council is scheduled to hold their regular meeting on Tuesday, April 9th to supposedly pass the budget; however there has been some confusion regarding this as the Mayor will not be in attendance. Clarke Castelle commented that some people may not quite

understand what the RFID is and does, and the Library may want to consider providing an explanation on this at future Town Council meetings, and to the public. Judy suggested providing this information in the Friends newsletter. The Board agreed that is a good idea; however the public should be informed of this as well.

IV. TREASURER'S REPORT

Iris reported that money for the 5K Race is coming in. She stated bills are being paid, and all is good.

V. LIBRARY DIRECTOR'S REPORT

Donna reported that the Children's part time position has been filled by Rebecca Cobb who is from South Windsor and she will begin on April 22nd. Two Children's substitutes have been hired pending a background check.

Donna distributed a flyer on the April Book Sale (April 26, 27, and 28), and also asked that Board members write down what hours during the three day period they can volunteer.

On March 14th Farmington Bank held their grand opening and gave the Library a \$1,000 check to go towards job programs and children's literacy programs.

Shirlee-Ann Kober brought legacy envelopes over to the Newington Memorial Funeral Home.

Donna thanked the Board for hiring her two years ago and hopes that she leaves the library a little better off than when she came. She begins her new position at the Kent Library on June 3rd. She stated that this is a great library with a wonderful collection, staff that give excellent customer service and are helpful and friendly, the reference staff is great, and she is very impressed by the Children's staff and how they juggle many programs. She stated this is the best Friends group with how active they are and how much support they give the library. She thanked Lisa for all she does, especially with her handling of technology, with additional thanks to Sue Schneider and Jeannette Mercure. Lisa has started a technology committee with each department. Donna complimented Lisa for all her hard work with Overdrive, Freeding, Zinio, and technology classes. She stated that staff work very hard and have set goals for each department.

The Board thanked Donna and presented her with a Newington afghan.

VI. ASSISTANT LIBRARY DIRECTOR'S REPORT

Lisa reported that Zinio has added 20 new magazines for a total of 61; this was due to an upcoming price increase so it was prudent to purchase these additional 20 magazines at this time. To date 447 magazines have been circulated through Zinio. An iPad program was held last week. There will be a class in May on favorite APPS. On April 22nd Microsoft will hold a program on their products. Next week is National Library Week and there will be job program on Monday night, Author Robert Steele on April 16th, the movie Lincoln will be featured twice on April 18th, and the Children's Department will have two programs with Mr. Jim, and a puppet show. The Teen Department will have an Anime movie.

VII. FRIENDS OF THE LIBRARY

Philip DesJardins, vice-president of the Friends, reported the Book Sale will be held April 26-28, and items will be accepted through April 19th. The Friends will have a bus trip to New York on May 4th.

VIII. COMMITTEE REPORTS

A. PEP (Planning, Evaluation, Policy)

Trudie reported that an addition needs to be made to the Public Network Access Acceptable Use Policy, specifically the fourth paragraph, with regard to copyright infringement. She distributed the policy for the Board's review. Lisa explained that the Connecticut Education Network sent an email about downloading a movie. **MOTION: Judy Igielski made a motion that usually the PEP Committee has a proposal and the Board is asked to review this proposal and vote on it the next month, she would like to waive that in order to vote on this new language to the policy this evening, Kris Nasinnyk seconded this motion, all were in favor, and the motion passed with a 12-0 vote. MOTION: Judy Igielski made a motion to accept the additional language regarding copyright infringement to the Public Network Access Acceptable Use Policy, Iris Larsson seconded the motion, all were in favor, and the motion passed with a 12-0 vote.**

B. Investment Committee

Neil reported that the quarterly report from Vanguard has come in and these accounts are up 9.4%. The Oakmark quarterly report has not been received. He has scheduled a six month update meeting with Carol Pekarul for April 22nd at 7:00 PM.

C. House Committee

Diane reported she, Lynn, Lisa, and Donna have reviewed proposals for the renovation of the Lienhard Room. There is one more vendor to meet with. She also stated that there have been some issues with the balancing of temperature throughout the first floor; one area is too hot, while the other area is too cold. Lee and Peter Manke came in this evening to look at this issue. Peter Manke is an HVAC engineer. LeeAnn reported that there is negative area balance and that the outlet to the outside is completely shut. The diffusers and dampers need to be adjusted. Lynn will contact the Facilities Department and ask that they come in to balance these areas. The Board thanked LeeAnn and Peter for reviewing this issue.

D. Facility and Site

1. RFP for Long Range Strategic Plan Update

Maureen reported that the proposals for the Long Range Strategic Plan were sent to five consultants on March 25th. She thanked Donna for all her hard work with preparing this RFP. Three consultants have responded that they are interested. The due date for response is April 18th.

E. Fund Development

Pauline was not in attendance. At the Hanel event, legacy envelopes were distributed with a cookie and a napkin. The legacy envelopes are in circulation, and will be displayed and distributed at the Library's booth at the Newington Chamber's Home and Business Showcase on Saturday, April 13th.

F. Budget

Tony reported that the budget will be voted on by the Town Council at their next meeting.

G. Technology

Paul stated he had no report.

IX. **OLD BUSINESS**

A. Status of the Board's letter to Sue Wright

Trudie and Anna met with the Town Attorney. Sue did send a letter of resignation. The Town Council has to approve the resignation and then send it on to the Republican Town Committee for their information, and to notify them that they need to appoint a new trustee. The Town Attorney explained that the Board can go through the process for a corporation appointee, but if the appointment is made by either the Republican or Democrat Town Committee, then a letter should be sent to the Town Council regarding a trustee's attendance record. The Town Attorney encouraged the Library to reach out to the heads of the Town Committees regarding this process. The Republican Town Committee should also be made aware of what the remaining term is for Sue Wright's position.

B. Staff Appreciation Event

This discussion will be tabled until the May meeting. Pauline did check with St. Joseph's University and since she is an alumnus she can receive a discount and use school based catering.

C. Children's Garden – Pat Pierce

Donna reported that Pat Pierce has received more information regarding using the library property for a community garden for the "Dig into Reading" summer reading program. Parks and Grounds stated they can put together a 20 x 30 foot raised area, use long hoses that can be rolled up, and lawn maintenance wouldn't be a problem around this community garden. They will also identify CBYD (call before you dig) areas. They will rototill the area and put in top soil. Pat would ask community businesses for supplies and assistance. A volunteer garden manager from the community will be sought out. Hayley from the Eddy Farm is very interested in being involved and will

donate seedlings and plants. The new manager at The Home Depot on the Berlin Turnpike is interested in helping out and donating some materials.

There was a question on the liability insurance for the property. Lynn has a copy of the insurance policy and will check out the liability. **MOTION: LeeAnn Manke made a motion to approve the children's garden project with the caveat that the insurance policy is reviewed and make sure there is no liability, Trudie Walker seconded the motion, all were in favor, and the motion passed with a 12-0 vote.**

X. NEW BUSINESS

Anna stated that there will be a consortium meeting on Friday at the Library with the 27 CONNECT library directors; she asked if refreshments will be served. Donna stated that there will be refreshments. **MOTION: Kris Nasinnyk made a motion to allocate up to \$150 for the purchase of refreshments for the consortium meeting, LeeAnn Manke seconded the motion, all were in favor, and the motion passed with a 12-0 vote.**

Anna also mentioned that Natalie Harbeson informed her that there will be a workshop at the Russell Library in Middletown on Saturday, April 13th from 9:15 AM to 12:30 PM. This workshop is on How to Mobilize your Library to Raise Funds.

XI. PUBLIC PARTICIPATION

Clarke commented that he and his wife really enjoyed the Hanel Concert on Sunday.

The Hanel Concert had good attendance; however there were some empty seats. It was suggested that the area assisted living facilities be contacted about these programs so they may bring residents.

XII. EXECUTIVE SESSION

MOTION: Diane Stamm made a motion to go into Executive Session, Judy Igielseki seconded the motion, all were in favor, and the motion was passed with a 12-0 vote at 8:01 PM.

XIII. ADJOURNMENT

The Board adjourned at 8:55 PM.